

2023 ANNUAL REPORT

CLEAN CITY COMMISSION

DECEMBER 29, 2023

1. Introduction

The Clean City Commission (CCC) was established by City Council on January 11, 1993 with the purpose of assisting the community in achieving visible improvements in the way our environment is maintained. The CCC serves as the Keep Virginia Beautiful (KVB) affiliate for the city of Richmond. The CCC is also a member of Plan RVA's Don't Trash Central Virginia campaign.

Funding for CCC activities is provided via a non-competitive grant from the Virginia Department of Environmental Quality (DEQ) Litter Prevention and Recycling Fund. These funds are managed and expended by the Department of Public Works (DPW). In December 2022, the CCC was awarded \$27,609 for use in 2023. These funds were used to support neighborhood cleanups, three annual recycling events, and other cleanup efforts throughout the city.

2. Current Members and Terms

Per our by-laws, the CCC shall be comprised of one commissioner from each city district, five corporate/citizen volunteer commissioners, and one member shall be the Director from DPW or their designee. The CCC currently has vacancies in Districts 1, 2, 3, 6, and one corporate/citizen volunteer. As of January 27, 2024, there will also be a vacancy in District 7.

District Representatives

District 1 – Vacant; Former representative Angie Heyming's term ended on 1/28/23

District 2 – Vacant; Former representative Miriam Lack's term ended on 1/27/23; however, she has stayed on as a volunteer since a replacement has not been appointed

District 3 – Vacant; Former representative Ed Gilchrist's term ended on 2/27/23

District 4 – Al Misa, Communications Committee Chair – Term ends 10/22/25

District 5 – Mark Hickman, **Commission Vice Chair**, Business & Industry Committee Co-Chair – Term ends 11/12/24

District 6 – Vacant; Former representative and Community Organization Committee Chair, Jeanne Boisineau’s term ended on 11/22/23

District 7 – Nancy Lampert – Term ends 1/27/24

District 8 – Claudia Spurill, Schools Committee Chair – Term ends 1/28/25

District 9 – Deon Artis – Term ends 11/7/24

Corporate/Citizen Volunteers

District 2 – Jeannette “Nettie” Seagraves, **Commission Chair** – Term ends 7/25/25

District 4 – George Dahlman, **Commission Secretary**, Business & Industry Committee Co-Chair – Term ends 1/27/25

District 5 – Jameson Babb – Term ends 7/22/24

District 7

Chuck D’Aprix – Resigned on 4/23/23

Markita Allen – Term ends 1/27/25

DPW Staff

Darlene Mallory Jenkins, Clean City Commission Coordinator, Municipal Operations Committee Co-Chair – Term ends 9/14/25

Katrina Entzminger, DPW designee, Municipal Operations Committee Co-Chair

3. By-Laws

By-Laws Attached

4. Attendance Records

2023 Attendance Record Attached

5. Dates of Meetings

CCC virtual meetings are regularly scheduled on the 4th Wednesday of each month with meetings rescheduled for holidays, if needed. In 2023, the CCC met on January 25, February 22, March 22, April 26, May 24, June 28, July 26, August 23, September 27, October 25, and November 29. The October 25 meeting was held as an in-person Open House at Pine Camp Cultural Arts and Community Center for City Council, partnering City offices, CVWMA, and interested citizens. A holiday gathering is usually held in

December instead of a regularly scheduled meeting; however, for 2023 due to illness and schedule conflicts, the December gathering was not held.

In 2024, the CCC will continue to meet on the 4th Wednesday of each month with the first meeting of the year on January 24.

6. Expectations and Responsibilities of Board/Commission Members

CCC members are expected to participate in activities that achieve visible improvements in the amount of litter and illegal dumping; improve the level of public awareness regarding litter and recycling; review existing litter control and dumping ordinances and suggest ways to improve enforcement; and work with all city and state agencies to reduce litter and illegal dumping. Commissioners are also expected to attend monthly meetings and if they are unable to attend, inform the chair before the meeting so an excused absence can be documented. Commissioners are highly encouraged to volunteer at the three annual recycling events and organize and/or participate in two litter cleanups within their district per year.

7. 2023 Projects

The CCC conducted and participated in a wide range of exciting projects throughout 2023. Project summaries are listed below. While this is not an exhaustive list, it represents the highlights of 2023.

2023 Recycling Events

The CCC hosts three annual recycling events in January, May, and September. Vendors collect paper for shredding and recycling, electronics for recycling, and household hazardous waste for proper disposal. The purpose of these events is to divert these materials from the landfill while also ensuring they are handled safely and properly to prevent potential environmental hazards. The September 2023 event set a participant record with 800 cars attending. Please refer to the table for quantities of waste reported at each event. At the January event, Christmas trees are also collected for chipping and use as mulch. In January 2023, approximately 1,500 trees were kept out of the landfill.

Date	Cars (#)	Paper (lbs)	Electronics (lbs)	Haz Waste (lbs)
1/14/23	741	9,000	6,405	Not received
5/13/23	190	6,100	3,795	1,060
9/30/23	800	10,000	8,673	5,525
Total	1,731	25,100	18,873	6,585

RVA Clean City Sweep Meetup Group and City Cleanups

The CCC took over the RVA Clean Sweep Meetup Group in November 2022 and renamed the group RVA Clean City Sweep. The group has over 1,600 members and continues to grow. Local civic associations and other volunteer groups can schedule cleanup events throughout the city with invites being shared to all group members. This allows the CCC to extend our reach by having residents organize and host litter cleanups. The CCC supports the cleanups with supplies including litter pickers, gloves, trash bags, and safety vests. In 2023, 76 events were hosted through the Meetup group with over 250 volunteers participating. Many of those events are regularly scheduled civic association cleanups. For Earth Day, the CCC partnered with several community organizations and neighborhood associations to host cleanups at 6 sites with 50 volunteers.

Participation in the Ocean Conservancy's International Coastal Cleanup

The CCC participated in the Ocean Conservancy's International Coastal Cleanup (ICC) hosted by the James River Advisory Council and Clean Virginia Waterways on September 9th. The CCC partnered with Friends of Bryan Park to host an ICC of Bryan Park's waterways on September 16th with 7 volunteers collecting 55 lbs of trash. At both cleanups, data was collected via the Ocean Conservancy's Clean Swell app for inclusion in the global ocean trash database. This database provides researchers and policy makers with the insight needed to inform solutions.

CCC Large Scale Litter Cleanups

The CCC hosted two large scale litter cleanups in 2023. The MLK Jr Day cleanup conducted on January 15th on St. James St was attended by 40 participants including groups from Virginia Commonwealth University (VCU), Comcast, and Keep Virginia Cozy. Richmond DPW arrived at the end of the cleanup to collect and transport litter and bulk items to the landfill. During the cleanup, illegal tire dumping was discovered on CSX property. This activity was reported to CSX following the cleanup which resulted in CSX removing 12 tires from the area.

The Cannon Creek Greenway cleanup conducted on March 25th as part of KVB's Great Virginia Greenup was attended by 60 participants. The CCC partnered with City of Richmond Parks and Recreation Department, Richmond Police Department, and Keep Virginia Cozy to ensure a successful event. Over 1 ton of trash was collected from a 2 mile stretch of the Cannon Creek Greenway section of the Richmond-Henrico Turnpike. Elias Junk Removal provided a dumpster for collection and transport of litter and bulk items to the landfill.

VCU Waste Reduction Initiative

Starting in October 2022, CCC Chair, Ms. Nettie Seagraves, DPW Staff, Ms. Katrina Entzminger, and VCU Senior Manager for Civic Innovation & Partnerships, Ms. Verenda Cobbs have been meeting monthly to determine

ways to reduce the amount of bulk trash items left by off-campus housing students at move out time. The goal is to begin educating the students before they arrive at VCU on reducing waste and continue that education throughout their time at VCU. Meetings also include representatives from Feed More, CVWMA, VCU Sustainability Office, and 2nd and 5th district City Council liaisons as needed and/or appropriate. The CCC held a virtual call with students in February 2023 to ask questions on the most common types of items thrown away at move out and ideas on how to prevent the waste. In March 22, 2023, the CCC attending the VCU Off Campus Housing Fair to continue to gather information and conduct outreach to students. In addition, the CCC created a Linktree site to share with the students via a QR code. In May, the Ms. Seagraves and Ms. Entzminger attended University of Richmond's yard sale organized by the Sierra Club to learn how the operation works. In October 2023, Ms. Seagraves led an alley beautification project for alleys surrounding the VCU campus with the most complaints from residents. Approximately 20 student volunteers from the VCU Office of Student Leadership and Engaged Learning participated in picking up litter, painting over graffiti, and educating residents on proper recycling and trash disposal. The CCC partnered with DPW, CVWMA, West Ave Improvement Association, and West Grace Civic Association for the event. The CCC plans to continue to meet with VCU to discuss solutions to mitigate move out trash and champion the VCU Office of Sustainability to include off-campus housing issues in their Sustainability Plan currently being drafted.

Partnerships

KVB

As the KVB affiliate for the city of Richmond, the CCC works closely with KVB. The CCC recently partnered with KVB to apply for the City of Richmond Office of Sustainability Climate Resiliency grant. The funding requested will be used for a project to address littering behavior in a heavily littered commercial and residential area in Swansboro West, a challenged southside neighborhood. We anticipate the pilot will result in behavior change amount residents that will result in significantly less litter. Furthermore, it is our intent that the project can serve as a model for other communities and neighborhoods within Richmond.

The CCC chair, Ms. Nettie Seagraves and DPW designee, Ms. Katrina Entzminger attended the Green Travel Alliance/KVB Conference on March 21st in Virginia Beach. They participated in workshops and meetings to learn the latest on litter prevention and abatement methods. They were also able to make connections with like-minded individuals and organizations around the state including Katie Register, the executive director of Clean Virginia Waterways, whose knowledge and guidance on single use plastic litter prevention spurred many new ideas and goals.

The CCC attended KVB's waste free JamPacked Festival on August 12th to promote the CCC's mission. In addition, as a member of Plan RVA's

Don't Trash Central Virginia campaign, the CCC provided sustainable give away items in return for attendees taking the Don't Trash Central Virginia Pledge. Approximately 34 pledges were completed during the event.

Office of Sustainability/Green City Commission

The CCC began meeting with the Office of Sustainability and the Green City Commission in 2023 to discuss overlapping goals and missions. The CCC will be working with both groups to recommend the City of Richmond reduce and/or eliminate the purchase and use of single-use plastics in 2024. This recommendation will lead to support for a plastic bag fee for the city with funds only being used for litter abatement in an equitable manner.

Richmond Compost Initiative

The CCC supports Kate Rivara's, City of Richmond Department of Parks and Recreation staff member, work on the Richmond Compost Initiative. Ms. Rivara attends the CCC's recycling events to provide information to attendees on the compost project. In addition, the CCC promotes information on the compost project in order to increase the amount of compostable materials diverted from the landfill.

Grants/Gifts/Awards Received

At the Green Travel Alliance/KVB Conference on March 21st, the CCC Chair, Ms. Nettie Seagraves, was one of the six recipients of the inaugural KVB "Green Keeper" awards. As Chair, Ms. Seagraves has expanded the CCC partnerships, was key in spearheading a more active social media presence, and has motivated the Commission to take a more active role in leading the community to keep Richmond clean.

The CCC applied for and received a Richmond Outdoor & Prosperity Fund of the Community Foundation for a greater Richmond grant in the amount of \$2,500. This grant was intended to help organizations that lost money to Enrichmond. Since the CCC is not a 501(c)(3) organization, Southside ReLeaf agreed to serve as our fiscal sponsor. The grant funds will be used for litter prevention materials, tools for litter cleanups, and increasing outreach.

The CCC was awarded the use of a dumpster via KVB green gifts in celebration of KVB's 70th anniversary. The dumpster will be used to collect and transport trash collected during the CCC's spring 2024 large scale litter cleanup event.

8. Committee Reports

The CCC includes five committees: Communications, Schools, Business & Industry, Community Organization, and Municipal Operations. A summary of each committee's activities is listed below.

Communications Committee

The Communications Committee is led by Mr. Al Misa. Mr. Misa manages the CCC's social media accounts which include Facebook, Instagram, and Linktree. In November 2022, the CCC took over the RVA Clean Sweep Facebook account due to access issues with the existing CCC Facebook account. In March 2023, the CCC created a Linktree which contains links to disposing and recycling correctly along with many thrift stores and other useful links. The RVA Clean City Commission Facebook account currently has 2,100 followers; the Instagram account has 378 followers; and the Linktree page has had 379 views. The CCC strives to share information on CCC events, Meetup litter cleanup events, and informational articles on reducing waste. For 2024, the committee would like to grow social media outreach by increasing Facebook followers to 2,500 and Instagram followers to 500.

Schools Committee

The Schools Committee is led by Ms. Claudia Spurill. Ms. Spurill has been developing the Clean City Classroom initiative. This initiative is designed to equip students with the knowledge and skills to manage Richmond's waste effectively. The comprehensive curriculum covers various waste-related topics, including awareness, reduction, and management. It also offers hands-on activities, school-based initiatives, and action-driven programs to help students solidify their understanding of these concepts. Ms. Spurill is currently working with Richmond Public Schools (RPS) to get this curriculum approved and implemented. It is her goal to have the Clean City Classroom initiative integrated into RPS for the 2024-2025 school year.

Business & Industry Committee

The Business & Industry Committee is co-chaired by Mr. Mark Hickman and Mr. George Dahlman. The committee is developing a business recognition program that provides opportunities and incentives to celebrate and engage local businesses in waste reduction and litter clean-ups. The program offers recognition for businesses that demonstrate commitment to a set of "clean" criteria, including active partnerships with public and civic groups to mitigate waste and litter. In addition, the committee has led the update of the CCC charter. The committee plans to implement the business recognition program and receive approval of the revised CCC charter in 2024.

Community Organization Committee

The Community Organizations Committee was led by Ms. Jeanne Boisineau until her term ended. The committee has been developing a litter cleanup event how to guide and safety briefing. This training will be presented to Meetup group event hosts to ensure that litter cleanups are conducted safely and to maximize efforts with the goal of presenting in early 2024.

Municipal Operations Committee

The Municipal Operations Committee is led by DPW staff, Ms. Darlene Mallory-Jenkins and Ms. Katrina Entzminger. Ms. Mallory-Jenkins, as the CCC Coordinator, organizes the three annual recycling events; sets the biannual neighborhood bulk cleanup schedule; manages the Adopt a Spot program with 14 active groups; sells compost bins purchased with the DEQ grant funds (29 bins sold in 2023); manages litter cleanup supplies and inventory of CCC give away materials; and serves as liaison to volunteers to pick up supplies. Ms. Entzminger provides information on DPW campaigns that the CCC can promote. She also helped develop a GIS map of organizations in Richmond. The intention of this map is to populate it with civic associations and other local groups to assist in organizing litter cleanups and with outreach efforts. Also, as DPW staff, the committee oversees managing the DEQ grant and ensuring authorized use of the funds.

9. Legislation and Policy Recommendations

Charter Update

The CCC recommends the adoption of an amended charter governing the commission. A draft of the amended charter was sent to Council and is under review by the offices of the Council Chief of Staff and City Attorney.

The CCC was established in 1993 and the current charter was adopted in 2015. The need to update the charter has become clear as we confront increased challenges and needs, governance and operational constraints, and opportunities to pursue resources and programs related to littering, disposal, recycling, waste, and the local environment.

Our proposed new charter updates and clarifies the purpose, duties and functions of the CCC while also simplifying its organization, allowing flexibility to adapt over time. The new charter is modeled after other similar city commissions and relies on language in the City Code governing all commissions. We look forward to seeking Council's approval of the final draft of the amended charter in 2024.

Office of Sustainability Climate Equity Action Plan 2030

On February 13th, 2023, the Chair of the CCC spoke during the City Council meeting in support of adoption of the City of Richmond RVAgreen 2050: Climate Equity Action Plan 2030 and subsequent funding of projects to implement the plan. The CCC understands the urgency for climate action and, therefore, will help implement actions to meet the deadline to reduce greenhouse gas emissions 45% by 2030. The CCC believes that supporting an advanced green economy by encouraging sustainable business practices will greatly aid our mission. We believe the Climate

Equity Action Plan 2030 will empower all residents with a sense of pride that will result in a healthy, resilient, and equitable Richmond.

Combined Sewer Overflow Funding

The commission endorsed the combined sewer overflow remediation state funding request in the city's 2024 legislative program. We appreciate the Governor's inclusion of \$50M in the introduced budget for this purpose and support efforts to seek additional resources needed to meet the statutory mandate for completing construction by 2035.

Keep Virginia Beautiful Funding

As the Richmond KVB affiliate, the CCC connected local Delegate Betsy Carr with KVB to aid in inclusion of KVB in the state budget for funding to support state-wide litter prevention and abatement projects. Keep America Beautiful affiliates that receive state funding are found to be more successful in preventing litter. Delegate Carr has pledged her support of KVB receiving state funds and has stated that she will submit a house amendment if the budget does not include funding for KVB.

10. Goals for 2024

In addition to continuing work on the projects listed above, the CCC has set the following goals for 2024:

1. Work with City Council to be included in the city budget
2. Fill all vacancies on the CCC
3. Encourage more use of “reusable” trash bags (grain bags from local breweries) and use of the Clean Swell app to track data on pollution in Richmond at litter cleanups
4. Create a protocol for loaning CCC litter cleanup supplies to prevent loss
5. Review, update, and grow the Adopt a Spot program
6. Begin working with the Richmond Community Enhancement Division and Richmond Police Department on solutions to illegal tire dumping

11. In Appreciation

The CCC would like to thank Southside ReLeaf for serving as the fiscal sponsor for our grant application. Without their partnership, the CCC would not have been eligible for the grant funds. Thank you is also extended to Elias Junk Removal who provided the dumpster for collection and transport of trash from the Cannon Creek Greenway cleanup.

A big thank you goes to Angie Heyming, Ed Gilchrist, Jeanne Boisineau, and Chuck D'Aprix whose terms ended in 2023 and to Nancy Lampert whose term will end in January 2024 for their service, time, and dedication to the Commission. Thank you also goes to Miriam Lack who has volunteered for a year as the 2nd District representative after her term ended but a replacement has not yet been appointed.

Continued appreciation goes to Darlene Mallory-Jenkins who serves as the CCC Coordinator and supports all our events and endeavors. The Commission would also like to recognize Katrina Entzminger for providing outstanding support, guidance, and mentorship. Thank you also goes to Torrence Robinson for his leadership and DPW muscle when needed. A very big thank you is also extended to the DPW workers who participate in the recycling events to ensure the events run smoothly, the DPW workers who pick up the litter collected from cleanup events, and the DPW workers who collect residential and bulk trash to keep the city clean. The Clean City Commission would not be successful without the individuals noted.

CLEAN CITY COMMISSION BYLAWS

ARTICLE I: NAME

The official title of the Commission shall be *Clean City Commission (CCC)* as established by *Resolution # 92-R377-93-21* adopted by City Council on January 11, 1993. This *Resolution* is hereby made a part of these bylaws.

ARTICLE II: PURPOSE

The purpose of the *CCC* and its committees is to assist the community in achieving visible improvements in the way our environment is maintained.

The City of Richmond community shall include, but not be limited to, neighborhoods, schools, industry, and business.

DUTIES:

- a. achieve visible improvements in the manner in which the local environment is maintained with noticeable reductions in the amount of litter and illegal dumping.
- b. improve the level of public awareness regarding litter and recycling problems as well as improving the level of responsibility by all parties who generate or handle solid waste.
- c. review existing litter control and dumping ordinances and suggest ways to improve enforcement.
- d. work with all city and state agencies to reduce the amount of illegal dumping by contractors, citizens and all others who in the course of their day-to-day operations create large amounts of hard to dispose of solid waste.



ARTICLE III: COMMISSIONERS

1. The *CCC* shall be comprised of one (1) commissioner from each city district, chosen from eligible voters, appointed by City Council; five (5) corporate/citizen volunteer commissioners and one (1) member shall be the Director from the Department of Public Works or his/her designee.
2. Commissioners shall serve two-year terms beginning on the first of the city's fiscal year (**July 1**). Commissioners may be reappointed for an additional two-year term, allowing a maximum of four (4) consecutive years. However, a commissioner may continue to serve until a successor is appointed.
3. Vacancies created on the Commission shall be filled for the unexpired term in the manner in which members are regularly chosen.

ARTICLE IV: OFFICERS AND ELECTIONS

1. Officers shall consist of a chairperson, vice-chairperson, recording secretary and corresponding secretary. Officers shall be elected within the first two months of the fiscal year by a quorum of the *CCC*. All officers shall serve for the term of two (2) years.
2. Chairperson
The chair shall preside at all meetings of the *CCC*.
3. Vice-chairperson
The vice-chairperson, in the case of absence or disability of the chair, shall perform all of the duties of the chair.
4. Recording secretary
The recording secretary shall keep a record of the proceedings of the meetings of the Commission and shall keep an accurate record of attendance at all *CCC* meetings.
5. Corresponding secretary
The corresponding secretary shall serve as backup to the secretary and shall assume all duties of the secretary in his/her absence.

ARTICLE V: CLEAN CITY COORDINATOR/ADVISOR

Under the auspices of the Department of Public Works, the Clean City Coordinator shall serve as the coordinator between the *CCC* and the City of Richmond, and shall facilitate the implementation of *Keep America Beautiful (KAB)* Programs.

The Clean City Coordinator acts as advisor to the *CCC*, is present at all *CCC* meetings, and is an ex officio member of all *CCC* Committees and runs the day-to-day operations and programs as set forth by the commission.

This is a vital position for the Commission.

ARTICLE VI: MEETINGS AND QUORUMS

1. Quorum

The majority of the commissioners present at a regularly scheduled meeting shall constitute a quorum. The act of a majority of commissioners shall be the act of the *CCC*.

2. Regular Meetings

The *CCC* shall hold regular monthly meetings at a time and location as determined by the Commissioners. These meetings are opened to the public and notice of all meetings are to be filed with the City Clerk three (3) days prior to each meeting except in an emergency.

Additional meetings may be scheduled by the Commissioners when they are deemed necessary by a quorum of the *CCC*.

Commissioners who miss two (2) consecutive regularly scheduled meeting, without attendance guidelines set by the Commission, may be replaced on the *CCC* by the Commissioners.

ARTICLE VII: COMMITTEES

1. Composition

The chair shall, with the approval of the *CCC*, appoint such committees as are deemed necessary. The committees shall have such names, powers, duties and members as approved by the *CCC*.

These committees shall be named:

1. *Communications*
2. *Schools*
3. *Business and Industry*
4. *Community Organization*
5. *Municipal Operations Subcommittee*

2. Executive Committee

The officers and chairs of all standing committees shall comprise the Executive Committee. It shall have and may exercise all powers of the *CCC* between meetings of the Commission. Any commissioner may attend meetings of this committee. A report of action taken is to be made at the very next *CCC* meeting.

ARTICLE VIII: AMENDMENTS

These bylaws may be amended by a majority vote of the *CCC*.

THESE BYLAWS WERE RECTIFIED APRIL 13, 1995.

Attendance Record 2023

X = Present

	NAME	1/25/2023	2/22/2023	3/22/2023	4/26/2023	5/24/2023	6/28/2023	7/26/2023	8/23/2023	9/27/2023	10/25/2023	11/29/2023	#	%
1	Angie Heyming												0	0.0%
2	Miriam Lack	X	X	X	X		X			X	X		7	63.6%
3	Jeannette Seagraves	X	X	X		X	X	X	X		X	X	9	81.8%
4	Ed Gilchrist		X										1	9.1%
4	Al Misa	X	X	X	X	X		X	X		X	X	9	81.8%
5	George Dahlman	X	X	X	X	X	X	X	X	X	X	X	11	100.0%
6	Mark Hickman		X	X	X	X	X	X	X	X	X	X	10	90.9%
6	Jameson Babb	X		X	X	X	X	X		X	X	X	9	81.8%
7	Jeanne Boisineau	X	X	X		X		X					5	45.5%
8	Nancy Lampert	X	X	X	X	X		X	X	X	X	X	10	90.9%
8	Markita Allen			X	X	X	X	X		X	X	X	8	72.7%
9	Chuck D'Aprix		X										1	9.1%
10	Claudia Spurill	X	X	X	X	X			X	X		X	8	72.7%
10	Deon Artis	X	X			X			X	X	X	X	7	63.6%
11	Darlene Mallory-Jenkins			X	X	X	X	X	X	X	X	X	9	81.8%
12	Katrina Entzminger	X	X	X	X	X	X	X	X	X	X	X	11	100.0%
# in Attendance:		10	12	12	10	12	8	10	9	10	11	11		